

SLICKLINE ASSISTANT WORKBOOK

IMPORTANT NOTE:

1. Your point of reference to complete this workbook may be obtained from the following
 - Training Manual and any other training materials provided together with this workbook
 - Your Trainer, Assessor (Slickline Operator), Verifier (FSM) or senior colleagues
 - SOP / Quality Procedures & Processors
2. The completion of this Workbook is a joint effort and responsibility between you and your assessor therefore you have the obligation to request from your assessor to be assessed upon your completion of each topic
3. The completion of this Workbook is part of the MANDATORY requirements which you must fulfill to qualify for a promotion
4. Your training program is mostly self-driven, including this Workbook. It requires individual initiatives, dedication and commitment to complete the process.

(Signature)
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DATE OF JOIN	11 NOVEMBER 2024
CONTACT NO.	017 - 8154379
RECEIVED DATE	15 FEBRUARY 2025
DATE COMPLETED	7 MARCH 2025



A. WIRELINE OPERATION BASIC SAFETY PROTECTION

A.1. PERSONAL PROTECTIVE EQUIPMENT

1.1 What is definition of Person Protective Equipment

PPE Refers to specialized clothing or equipment worn by employees for protection against health and safety hazards. It minimizes exposure to workplace risk that could cause injuries or illnesses.

1.2 List out all compulsory PPE required to be worn while perform job offshore


The PPE compulsory :-
1) Hard Hat (with straps) 5) Gloves (Impact gloves)
2) Safety glasses/goggles 6) Hearing Protection (ear plugs)
3) Fire resistant coveralls ✓
4) safety boots.

1.3 List the area where the PPE should be worn while working

The area should be worn:-
1) work platforms 5) Area with around hot
2) Deck areas 6) working electrical hazards are present.
3) High pressure zone 6) Area around overhead and machinery.
4) Area with potential or falling objects ✓

1.4 List the PPE should be worn while doing maintenance at tools and equipment

1) safety gloves 6) Hard Hat.
2) safety glasses ✓
3) safety boots ✓
4) Protective coveralls
5) ear plug/earmuffs


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1.5 PPE should you wear while working in mercury and H₂S are

1) Full-face respirator with appropriate supplied air system.
2) Chemical-resistant gloves
3) chemical-resistant coveralls ✓
4) safety boots.
5) Personal gas detector for H₂S monitoring.

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A.2. RESPONSIBILITY

2.1 Employee Responsibilities towards Health, Safety and Environmental (HSE)

- 1) Following all HSE Policies and procedures
- 2) wearing the appropriate PPE all time.
- 3) Reporting Hazards, unsafe acts or unsafe condition immediately.
- 4) Participating in HSE training and safety programs.
- 5) maintaining a Clean and safe workplace. ✓

1.2 What are the safety precautions to be taken during tool maintenance at warehouse?

- 1) Ensure the work area is clean and organized
- 2) Isolate tools from power sources before ~~is~~ starting maintenance. ✓
- 3) Wear appropriate PPE like gloves, safety glasses, safety boots and etc.
- 4) ~~the~~ use the correct tools for maintenance to prevent injury.
- 5) verify that all tools are free from defects before and after maintenance.

2.3 When should we do housekeeping?

- 1) continuously, as part of daily operations.
- 2) After completing each job or task.
- 3) At the end of each shift to ensure a safe and clean workspace for the next team. ✓
- 4) Immediately if hazards such as spills or ~~debris~~ are noticed. ✓

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2.4 Why housekeeping is important?

- 1) TO prevent slips, trips and falls caused by debris. ✓
- 2) Reduces the risk of fire or others hazards from improperly stored materials. ✓
- 3) Ensure tools and equipment are easily accessible and safe to use.
- 4) Promotes a culture of safety and ~~profesio~~ professionalism. ✓

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2.5 How should you react while seeing somebody committing into unsafe act/behavior?

- 1) Politely Intervene and point out the unsafe act to individuals.
- 2) Explain the potential risks and encourage safe practices.
- 3) Report the behavior to a supervisor or HSE officer
- 4) Promote a positive safety and culture by offering guidance, not ~~criticism~~ criticism. ✓



A.3. POLICIES

3.1 List down all DB policies in regards to HSE

- | | |
|------------------------------|--|
| 1) HSE Policy | 7) Harassment in the workplace Policy. |
| 2) PPE Policy | |
| 3) driving policy | |
| 4) stop work policy | |
| 5) drugs and alcohol policy | ✓ |
| 6) smoking and vaping policy | |

3.2 What is HSE Policies

HSE policies are guidelines and procedures established by a company to ensure the safety, health and well-being of employees, contractors and environment. These policies aim to:

- 1) Identify and mitigate workplace risks. ✓
- 2) Promote safety awareness and responsibility
- 3) Ensure compliance with legal and regulatory standards.

3.3 What is the purpose of 'STOP WORK' policy?

- 1) To empower all employees to stop work immediately if they observe an unsafe act, hazardous condition or potential risk to safety. ✓
- 2) ^{to} Prevent accidents, injuries and damages to equipment or the environment.
- 3) ^{to} Foster a safety-first culture where every individual is responsible for HSE.

A.4. HAZARD ID AND INCIDENT REPORTING

3.4 How can we report hazard or unsafe act?

- 1) Immediately inform your supervisor or HSE officer.
- 2) Document the hazards or unsafe act using a hazard report form. ✓
- 3) Provide details such as location, time, nature of the hazards and any corrective action taken.
- 4) Submit the report to HSE department for review and action.

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3.5 If there is an incident happened at workplace what should we do?

- 1) Ensure your safety and the safety of others in the area.
- 2) provide immediate first aid if necessary and call for medical assistant.
- 3) Report the incident to your supervisor or HSE officer as soon as possible.

3.6 What is the incident reporting process?

- step 1: Identify and respond to the incident immediately.
- step 2: Notify the relevant supervisor or HSE officer.
- step 3: Document the incident in a report form.
- step 4: conduct the investigation to determine root causes.
- step 5: Implement corrective action to prevent recurrence.
- step 6: Share findings with relevant personnel during safety meeting.

3.7 What is the purpose of Hazard Hunt? And how does that help to be safe?

The purpose of a Hazard Hunt is to proactively identify and address potential hazards in the workplace before they cause harm. It helps promote awareness of safety risk, ensure ~~complete~~ compliance with safety protocols, and fosters a proactive safety culture.

3.8 Please explain what is Near Miss

A Near miss is an unplanned event that did not result in injury, damage or ~~environmental~~ environmental harm but had the potential to do so. Reporting Near misses helps identify and eliminate risks, ~~preventing~~ future incidents.

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3.9 In case of emergency,

a) Firstly what should you do?

- 1) Remain calm and assess the situation.
- 2) Follow the emergency response plan.
- 3) Alert others and evacuate if necessary.



b) Where is DB assembly point (Base)?

- In front of DB entrance before gate. ✓

3.10 Where can you find the emergency contact Number?

New to first aid box. ✓

A.5. OPERATIONAL SAFETY

5.1 How to prevent an accident before executing certain job or activities

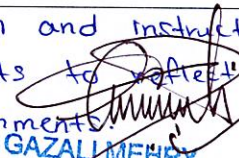
- Wear the proper PPE before start the job.
- Do regular inspection.
- Done risk assessments.
- use safe lifting techniques
- use right tools for right job. ✓

5.2 What is the purpose of Safety Morning Meeting

- The purpose is to raise workplace safety awareness, remind employees of the importance of health and safety and draw attention to incidents. ✓

5.3 What is the purpose of briefing and Debriefing

Briefing provides vital information and instructions, while debriefing allows participants to reflect on their experience and provide comments. ✓


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5.4 What is Permit To Work (PTW) ✓

A legal document that formally permits you to look for work, get employment and earn an income in a foreign country legally. ✓



5.5 Explain what do you understand from Job Safety Analysis and how does this help you to be safe?

The goal of job safety analysis, also known as job hazard analysis (JHA) is to teach employees how to prevent potential safety hazard by methodically identifying the safety components of each job or task. It makes me safer in terms of health and safety awareness.

5.6 What are the safety precautions to be taken during tool maintenance at warehouse?

To ensure safety during tool repair, wear full PPE including gloves, eye protection, safety helmet, safety boots and coverall. Always be aware of pinch points that may cause pain or attend to an injury. Make sure use tool correctly. maintaining proper housekeeping following tool maintenance is crucial for ensuring safety.

5.7 What are the safety precautions to be taken during topping up the fuel into Power Pack Tank?

To ensure safety while topping up fuel in powerpack, wear latex gloves and full PPE, including eye protection, helmets safety boots and coverall. Avoid bringing fuel or diesel into touch with your skin, eye or any other bodily part. Avoid inhaling in fuel vapours or mist. Always wipe the floor after spilling diesel or petrol.

5.8 What is work permit & why do we need them?

A work permit is written document that authorises work at a given area for specific time. I need to know what equipments will be utilised and who will be participating so that necessary measures can be followed during the task. It is crucial to take action during an emergency situation.

5.9 When do we apply the work permit

Apply for work permit before going to a certain location for work. The applicant's work permit should be ready before starting work.

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5.10 What are the safety precautions to be taken during test lubricator and BOP?

Check condition/replacement. If the hose is damaged, pressurise carefully and gradually. Perform at a third-party hydrotest bay and barricade area. Make sure the connections are tightened. Wear high-impact glove when installing the whip check. To ensure correct operation, try using both hands. Dispose garbage in an oil drum with proper labelling ✓

5.11 What are the safety precautions to be taken during test Control Panel?

check the condition, ~~if the~~ if the hose is damaged, pressurise carefully and gradually. Ensure that the whip check is installed. Before disconnecting the line, ensure that all needle valves and air regulators are closed and the pressure is at "0". Make that the pressure gauge is in good condition and the test pressure does not exceed the operating pressure. Hydrotesting activity at third-party hydrotest bay. wear full PPE. ✓

5.12 Why JSA, Risk Assessment and Job Plan need to be discussed among the team member? How does that work?

The purpose of all of them is to create a consistent and safe work method. During team discussion, we may identify potential hazards and devise effective solutions to avoid them. It reduces injuries, create a safe atmosphere and allow for optimal team performance. ✓

5.13 While working, you found that there is something unsafe. What should you do?

Report any hazardous or ~~unsafe~~ unhealthy situations or injuries to our supervisor or HSE, Fredline, immediately. Take responsible activities such as taking reasonable care of yourself and others to avoid unsafe situations. ✓

5.14 Before performing a hot work, what must you do/ have to ensure the work is safe

To avoid exposure to combustible gases or vapours, wear suitable PPE and observe all ~~guidelines~~ guidelines. Wear a face shield, safety glasses, glove, safety boots and PFC coveralls. Prior to commencing, properly inspect the work area. Check for flammable gases and vapours in the work area before ~~beginning~~ beginning heated work. ✓

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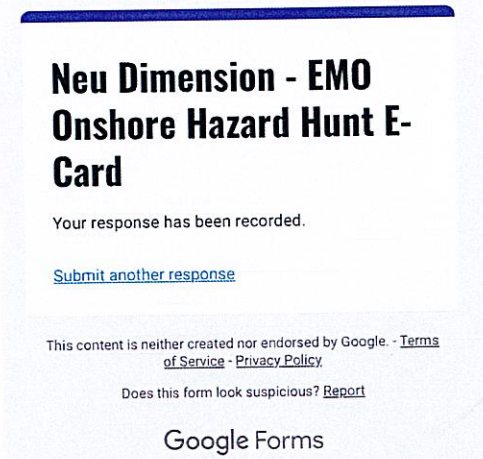
OTHERS

1. Please attach the supporting documents that you participated in Dimension Bid's Safety program.
 - a) Job Safety Analysis for each activity that you involve during probation period
 - Chipping ✓
 - Painting ✓
 - Lifting ✓
 - Spooling ✓
 - Pressure Test ✓
 - b) Hazard Hunt ✓



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c) safety talk

